

# Personnel Issues & You

UPPS Newsletter 2007-4

May/June 2007

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## Message From the Director:

Summer is definitely here! I hope everyone is getting a chance to enjoy this beautiful weather, but please stay safe as many of you will be vacationing with your families over the next few months.

The Personnel Cabinet has been very busy as we have recently welcomed the IBM staff to our facility and have already begun setting the groundwork for our commencement of KHRIS. Currently we are in the process of reviewing and signing off on the project preparation materials IBM is contracted to provide us. Once we are in agreement on the project approach, we will begin the blueprint phase of the process. We will keep everyone updated as progress is made. If you have questions please feel free to contact myself or Latonia Dooley, the KHRIS Project Manager, at 564-4690x4200.

### New Employee:

I am very happy to announce that Larry Gillis joined our cabinet on 6/1/07 as my Assistant Director. Larry came to us from the Cabinet for Health & Family Services, as an Assistant Director in the Office of Human Resource Management, Department for Personnel Administration. Larry will be primarily working on the KHRIS project in addition to drafting a policies and procedures manual for the cabinet. We are very grateful to have him with us. Larry will serve as the Functional Lead for the KHRIS project, ensuring the seamless implementation of all components for the functional areas.

### Management Change:

I am also pleased to inform you that as of 06/01/07, the Department for Personnel Administration's Deputy Commissioner, Barbara Barnes, assumed the additional responsibility of Director of the Division of Staffing Services, Department for Personnel Administration. She is already making great progress and we all look forward to working with her in this new role.

Thank you,



Commissioner  
Carla Hawkins  
Department for Personnel  
Administration

Secretary  
Brian J. Crall  
Personnel Cabinet

Director  
Mary Elizabeth Harrod  
Division of Employee  
Management

## Governor's Wage Equity & Increments: July 1, 2007

Effective July 1, 2007, the continuation of the Governor's Wage Equity Plan will adjust the salary schedule by an increase of 3.322%. The salaries of those employees who are below the new minimum will be increased to the new minimum. In addition, any employee, other than interim employees and employees not on initial or promotional probation whose salary is less than five (5) percent above the new entry level wage of his or her pay grade, shall have his or her salary increased to five (5) percent above the new entry level wage, effective July 1, 2007. Additionally, beginning July 1, 2007, annual increments will be salary based as follows:

<u>IF ANNUAL SALARY IS:</u>	<u>INCREMENT AMOUNT IS:</u>
UNDER \$30,000.00	\$1,350.00
\$30,000.01 - 50,000.00	\$1,200.00
\$50,000.01 - 60,000.00	\$1,000.00
\$60,000.01 - 80,000.00	\$ 600.00
\$80,000.01 AND ABOVE	\$ 400.00

On or about June 28, 2007, the Personnel Cabinet will generate two lists of employees. One list contains employees who are eligible for Wage Equity increases; this list is a 'from-to' list and is based on data from June 28, 2007. The other is the Annual Increment Listing. If employees are to be lined off because of conflicting actions, be sure to line off those employees receiving both Wage Equity and an Annual Increment/Promotional Increase from both lists.

Those employees shown on the Governor's Wage Equity Listing who are receiving an annual increment or promotional increase effective July 1, 2007, will be denoted on the list with I (Increment) or P (Promotional Increase) on the right side of the page. Their new salary from Wage Equity will be used as the salary on which their increment is calculated. These employees will be marked on the Annual Increment Listing with an asterisk (\*) to the left of their current salary denoting this as their adjusted salary from Wage Equity process. These lists will need to be returned to Mike Rice, Personnel Cabinet, 200 Fair Oaks Lane, Room 531, by close of business, **Tuesday, July 10, 2007**.

For questions regarding the list of eligible employees, please contact Carolyn Bruce, Processing & Records Branch Manager, at 564-6873, extension 4126. For questions regarding Wage Equity, contact Mary Elizabeth Harrod, Director, Division of Employee Management at 564-6464.

The salary range will be determined at the time of the employees' annual increment date.

The calculations for processing a personnel action that will include the employees' annual increment are as follows:

Range	Annual Amount	Salaried 37.5 and 40.0	Hourly 37.5	Hourly 40.0	Salaried WF 21
.00 – 30,000	1,350	= 112.50	.693	.650	128.58
30,000.01 – 50,000	1,200	= 100.00	.616	.577	114.30
50,000.01 – 60,000	1,000	= 83.34	.513	.481	95.24
60,000.01 – 80,000	600	= 50.00	.308	.289	57.16
80,000.01 and above	400	= 33.34	.206	.193	38.10

The column 'Salaried WF 21 PP' represents the amount for those effective on July 1, 2007 only for Workforce (51-531) employees in specific classes (0511-0599 and 0700-0799) who get paid their annual salary over 21 Pay Periods.

**Commonwealth of Kentucky**  
**(Classified and Unclassified)**  
**Salary Schedule**  
**Effective: July 1, 2007**

<b>37.5 Hour</b>							
Grade	Rates	Entry Level Wage	Midpoint Wage	Grade	Rates	Entry Level Wage	Midpoint Wage
5	HR	\$ 7.667	\$ 10.157	14	HR	\$ 18.075	\$ 23.944
	MO	\$ 1,245.90	\$ 1,650.52		MO	\$ 2,937.20	\$ 3,890.90
	AN	\$ 14,950.80	\$ 19,806.24		AN	\$ 35,246.40	\$ 46,690.80
6	HR	\$ 8.435	\$ 11.174	15	HR	\$ 19.882	\$ 26.339
	MO	\$ 1,370.70	\$ 1,815.78		MO	\$ 3,230.84	\$ 4,280.10
	AN	\$ 16,448.40	\$ 21,789.36		AN	\$ 38,770.08	\$ 51,361.20
7	HR	\$ 9.277	\$ 12.289	16	HR	\$ 21.870	\$ 28.972
	MO	\$ 1,507.52	\$ 1,996.98		MO	\$ 3,553.88	\$ 4,707.96
	AN	\$ 18,090.24	\$ 23,963.76		AN	\$ 42,646.56	\$ 56,495.52
8	HR	\$ 10.204	\$ 13.517	17	HR	\$ 24.055	\$ 31.869
	MO	\$ 1,658.16	\$ 2,196.52		MO	\$ 3,908.94	\$ 5,178.72
	AN	\$ 19,897.92	\$ 26,358.24		AN	\$ 46,907.28	\$ 62,144.64
9	HR	\$ 11.224	\$ 14.869	18	HR	\$ 26.462	\$ 35.056
	MO	\$ 1,823.90	\$ 2,416.22		MO	\$ 4,300.08	\$ 5,696.60
	AN	\$ 21,886.80	\$ 28,994.64		AN	\$ 51,600.96	\$ 68,359.20
10	HR	\$ 12.345	\$ 16.355	19	HR	\$ 29.106	\$ 38.559
	MO	\$ 2,006.08	\$ 2,657.70		MO	\$ 4,729.74	\$ 6,265.84
	AN	\$ 24,072.96	\$ 31,892.40		AN	\$ 56,756.88	\$ 75,190.08
11	HR	\$ 13.581	\$ 17.990	20	HR	\$ 32.018	\$ 42.418
	MO	\$ 2,206.92	\$ 2,923.38		MO	\$ 5,202.94	\$ 6,892.94
	AN	\$ 26,483.04	\$ 35,080.56		AN	\$ 62,435.28	\$ 82,715.28
12	HR	\$ 14.938	\$ 19.789	21	HR	\$ 35.219	\$ 46.659
	MO	\$ 2,427.44	\$ 3,215.72		MO	\$ 5,723.10	\$ 7,582.10
	AN	\$ 29,129.28	\$ 38,588.64		AN	\$ 68,677.20	\$ 90,985.20
13	HR	\$ 16.432	\$ 21.875	22*	HR	\$ 38.739	\$ 51.324
	MO	\$ 2,670.20	\$ 3,554.70		MO	\$ 6,295.10	\$ 8,340.16
	AN	\$ 32,042.40	\$ 42,656.40		AN	\$ 75,541.20	\$ 100,081.92

<b>40 Hour</b>							
Grade	Rates	Entry Level Wage	Midpoint Wage	Grade	Rates	Entry Level Wage	Midpoint Wage
5	HR	\$ 7.667	\$ 10.157	14	HR	\$ 18.075	\$ 23.944
	MO	\$ 1,328.96	\$ 1,760.56		MO	\$ 3,133.00	\$ 4,150.30
	AN	\$ 15,947.52	\$ 21,126.72		AN	\$ 37,596.00	\$ 49,803.60
6	HR	\$ 8.435	\$ 11.174	15	HR	\$ 19.882	\$ 26.339
	MO	\$ 1,462.08	\$ 1,936.84		MO	\$ 3,446.22	\$ 4,565.44
	AN	\$ 17,544.96	\$ 23,242.08		AN	\$ 41,354.64	\$ 54,785.28
7	HR	\$ 9.277	\$ 12.289	16	HR	\$ 21.870	\$ 28.972
	MO	\$ 1,608.02	\$ 2,130.10		MO	\$ 3,790.80	\$ 5,021.82
	AN	\$ 19,296.24	\$ 25,561.20		AN	\$ 45,489.60	\$ 60,261.84
8	HR	\$ 10.204	\$ 13.517	17	HR	\$ 24.055	\$ 31.869
	MO	\$ 1,768.70	\$ 2,342.96		MO	\$ 4,169.54	\$ 5,523.96
	AN	\$ 21,224.40	\$ 28,115.52		AN	\$ 50,034.48	\$ 66,287.52
9	HR	\$ 11.224	\$ 14.869	18	HR	\$ 26.462	\$ 35.056
	MO	\$ 1,945.50	\$ 2,577.30		MO	\$ 4,586.76	\$ 6,076.38
	AN	\$ 23,346.00	\$ 30,927.60		AN	\$ 55,041.12	\$ 72,916.56
10	HR	\$ 12.345	\$ 16.355	19	HR	\$ 29.106	\$ 38.559
	MO	\$ 2,139.80	\$ 2,834.88		MO	\$ 5,045.04	\$ 6,683.56
	AN	\$ 25,677.60	\$ 34,018.56		AN	\$ 60,540.48	\$ 80,202.72
11	HR	\$ 13.581	\$ 17.990	20	HR	\$ 32.018	\$ 42.418
	MO	\$ 2,354.04	\$ 3,118.28		MO	\$ 5,549.80	\$ 7,352.46
	AN	\$ 28,248.48	\$ 37,419.36		AN	\$ 66,597.60	\$ 88,229.52
12	HR	\$ 14.938	\$ 19.789	21	HR	\$ 35.219	\$ 46.659
	MO	\$ 2,589.26	\$ 3,430.10		MO	\$ 6,104.64	\$ 8,087.56
	AN	\$ 31,071.12	\$ 41,161.20		AN	\$ 73,255.68	\$ 97,050.72
13	HR	\$ 16.432	\$ 21.875	22*	HR	\$ 38.739	\$ 51.324
	MO	\$ 2,848.22	\$ 3,791.68		MO	\$ 6,714.76	\$ 8,896.16
	AN	\$ 34,178.64	\$ 45,500.16		AN	\$ 80,577.12	\$ 106,753.92

\* Denotes Unclassified Service Only

This table can also be found on the Personnel Cabinet's Website: [click here](#)  
 Personnel Resources/Personnel Information/Salary Schedule.

# Processing & Records

## **Update to Procedures Manual for Processing Personnel/Position Actions:**

We have made revisions to the checklists and letters from Chapter 5: Disciplinary Letters. Please replace these documents in your printed copies of the manual, and refer to them for future disciplinary actions.

Website: <http://personnel.ky.gov/NR/ronlyres/476D1EB0-5A84-4CC7-A73D-CD4FF8E1DF72/0/pers5s1.pdf>

## **Procedure for Requesting Personnel Files Prior to a Transfer/Promotion:**

Prior to making a job offer to a transfer or promotional employee, an agency HR Director/Manager may inquire through email to their Processing contact, as to whether or not their selected candidate has received any disciplinary actions. If specifically requested, they may also receive a copy of such actions.

## **Change to Request for Exemption process:**

As a result of agency concerns and a request from the Personnel Council; we recently reviewed the Exemption Request process to see if improvements could be made.

Effective 06/13/07 the Request for Exemption will not be required for the following personnel actions:

ACE	Reallocation
ERA	Reclassification
EAA	Return from Special Leave

# Payroll

## **Adverse Weather REMINDER:**

In February's newsletter we stated that beginning April 2007, the Personnel Cabinet's Division of Employee Management would be sending out quarterly notices reminding payroll officers/staff to check and deduct (if necessary) any balances that have exceeded their four (4) month grace period. It will no longer be allowed that balances are left and then deducted at years' end.

As of April 30, 2007, any 921 time accrued prior to January 1, 2007, should have been deducted from employees' annual and/or comp time balance. Employees' that do not have sufficient annual/comp time to be deducted from will be given leave without pay (LWOP).

Please refer to Chapter 8H (921 Transactions) page 8.36 of the Payroll Manual for instructions on how to enter adverse weather used and/or adverse weather made-up. Please remember that when an employee uses Adverse Weather it should be reflected on their timesheet (PTL) with a positive (+) number and when made-up it should be reflected on the POT screen as a negative (-) number.

\*The PERUPPDQ report, that lists employees Adverse Weather balances, is available on RDS/Documents Direct. If you do not currently have access to this report please request that your immediate supervisor contact Gail Cooper or Greg McGaughey, Payroll Branch (502/564-6883) to have your access set-up. This report is available after each payroll cycle.



## Upcoming Payroll Schedules

June 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 May 16-31 Manual pay & health ins. update	2
3	4 May 16-31 Manual pay & health ins. update	5 May 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 May 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 May 16-31 No Update	8 May 16-31 No Update	9
10	11 May 16-31 Update/ health ins.	12 May 16-31 Update/ health ins.	13 May 16-31 Update/ health ins. Last day p1's can be approved for supp payroll.	14 May 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 MAY 16-31 No Update <b>PAYDAY</b>	16
17	18 Jun 1-15 Manual pay & health ins. update	19 Jun 1-15 Manual pay & health ins. update	20 Jun 1-15 Manual pay & health ins. Update Last day p1's can be approved for payroll.	21 Jun 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	22 Jun 1-15 No Update	23
24	25 Jun 1-15 Update/ health ins.	26 Jun 1-15 Update/ health ins.	27 Jun 1-15 Update/ health ins. Last day p1's can be approved for supp payroll.	28 Jun 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	29 Jun 1-15 No Update <b>PAYDAY</b>  <b>END OF QUARTER &amp; FISCAL YEAR</b>	30

July 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 JUN 16-30 Manual pay & health ins. update	3 JUN 16-30 Manual pay & health ins. update	4 JUN 16-30 <b>STATE HOLIDAY INDEPENDENCE DAY</b>	5 JUN 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 JUN 16-30 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7
8	9 JUN 16-30 Update/ health ins.	10 JUN 16-30 Update/ health ins.	11 JUN 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12 JUN 16-30 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	13 JUN 16-30 No Update <b>PAYDAY</b>	14
15	16 JUL 1-15 Manual pay & health ins. update	17 JUL 1-15 Manual pay & health ins. update	18 JUL 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 JUL 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	20 JUL 1-15 No Update	21
22	23 JUL 1-15 No Update	24 JUL 1-15 Update/ health ins.	25 JUL 1-15 Update/ health ins.	26 JUL 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 JUL 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	28
29	30 JUL 1-15 No Update <b>PAYDAY</b>	31 JUL 1-15 No Update				

## August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 JUL 16-31 Manual pay & health ins. update	2 JUL 16-31 Manual pay & health ins. update	3 JUL 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4
5	6 JUL 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN LL</b>	7 JUL 16-31 No Update	8 JUL 16-31 No Update	9 JUL 16-31 Update/ health ins.	10 JUL 16-31 Update/ health ins.	11
12	13 JUL 16-31 Update/ health ins. Last day p1's can be approved for supp p	14 JUL 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 JUL 16-31 No Update  <b>PAYDAY</b>	16 AUG 1-15 Manual pay & health ins. update	17 AUG 1-15 Manual pay & health ins. update	18
19	20 AUG 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 AUG 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	22 AUG 1-15 No Update	23 AUG 1-15 No Update	24 AUG 1-15 Update/ health ins.	25
26	27 AUG 1-15 Update/ health ins.	28 AUG 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 AUG 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	30 AUG 1-15 No Update  <b>PAYDAY</b>	31 AUG 1-15 No Update	

## September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 AUG 16-31  <b>STATE HOLIDAY LABOR DAY</b>	4 AUG 16-31 Manual pay & health ins. update	5 AUG 16-31 Manual pay & health ins. update	6 AUG 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	7 AUG 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	8
9	10 AUG 16-31 Update/ health ins.	11 AUG 16-31 Update/ health ins.	12 AUG 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	13 AUG 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	14 AUG 16-31 No Update  <b>PAYDAY</b>	15
16	17 SEP 1-15 Manual pay & health ins. update	18 SEP 1-15 Manual pay & health ins. update	19 SEP 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	20 SEP 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	21 SEP 1-15 No Update	22
23	24 SEP 1-15 Update/ health ins.	25 SEP 1-15 Update/ health ins.	26 SEP 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 SEP 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	28 SEP 1-15 No Update  <b>PAYDAY</b>  <b>END OF QUARTER</b>	29
30						



# PERSONNEL CABINET TELEPHONE LISTING, JUNE 2007

**OFFICE OF THE SECRETARY, SUITE 516, (4-7430)**  
**Secretary Brian J. Crall**  
**Deputy Sec. Wayne Harman, x 4003**  
**Amy Andrews, x 4060**

**Sonja Cox, x 4011**  
**Sam Hawkins, x 4007**  
**Amanda Reid, x 4010**

**OFFICE OF ADMINISTRATIVE SERVICES**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**Burr Lawson, x 4008**  
**Suzette Gash, 4-7409, x 4024**  
**Scott McKenzie, 4-0198, x 4037**  
**DeQuala Marshall, x 4026**

**ADMINISTRATIVE SERV. (4-7409)**  
**Walt Gaffield, x 4021**  
**Amanda Hawkins, x 4006**  
**Rachel Jackson, x 4025**  
**Sherry Kefauver, x 4022**  
**Elinda Manley, x 4023**

**OFFICE OF LEGAL SERVICES**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**Tom Stephens, x 4004**  
**Dinah Bevington, x 4005**  
**Sue Britton, x 4020**

**RM 501 (4-0358)**  
**Joe Buckles, x 4186**  
**Joe Cowles, x 4081**

**OFFICE FOR EMPLOYEE RELATIONS**  
**EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)**  
**Robert Schmidt, x 4087**  
**Mary Hook, x 4093**  
**Clyda Henderson, x 4086**

**Scott Gasser, x 4100**  
**Lee Cowherd, x 4090**

**DIVISION OF EMPLOYEE BENEFITS**  
**DIRECTOR'S OFFICE**  
**SUITE 511 (4-3433)**  
**Bill Patrick, x 4104**

**LIFE INSURANCE**  
**ROOM 503 (4-4774) 800-267-8352**  
**Sharon Spencer, x 4111**  
**Gaye Adcock, x 4105**  
**Michele Ellis, x 4106**  
**Melinda Giles, x 4184**  
**Joe Hughes, x 4107**  
**Jeri Payton, x 4109**  
**Kim Quinn, x 4110**  
**Scan Room, x 4108**

**WORKERS COMPENSATION**  
**SUITE 511 (4-6847) 888-860-0302**  
**Jeffrey Hockensmith, x 4099**  
**Matthew Hutcherson, x 4095**  
**Valerie McGraph, x 4098**  
**Jennifer Mink, x 4097**  
**Paula Spicer, x 4103**  
**Melissa Tillman, x 4096**

**RETURN TO WORK**  
**(4-0348)**  
**Donna Shelton, x 4101**  
**Vickie Smitha, x 4102**

**DIVISION OF EMPLOYEE SERVICES & RECOGNITION**  
**DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463**  
**Darlene Stewart, x 4094**

**EMP ASSISTANCE**  
**BUSH BLDG (4-5788)**  
**800-445-5327**  
**Mary Jane Cowherd, x 222**  
**Zack Culver, x 225**  
**Trina Koontz, x 223**  
**Kim Ramsey, x 224**  
**Rebecca Waddle, x 221**

**WORKPLACE RELATIONS**  
**Linda House Patrick, x 4092**  
**Tina Goodmann, x 4188**

**EMPLOYEE RECOGNITION**  
**Debbie Bohannon, x 4000**  
**Mandi Flynn, x 4089**

**OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**  
**@ Kentucky State University, 400 East Main Street**  
**Academic Services Bldg - 4 W, Frankfort, KY 40601**  
**Main Number: 502/564-8170 or 564-7455**

**EXEC DIR'S OFFICE**  
**Penny Armstrong, x 240**  
**Esteve Caise Dragg, x 224**  
**Tim Anderson, x 247**  
**David Finley, x 256**  
**Kambe Lattimore, x 257**  
**Brittany McNear, x 242**  
**Jamille Smith, x 238**  
**Wes Swarner, x 227**

**ADMINISTRATIVE, CONSULTING & LEARNING SERVICES**  
**Jeanne Ollvas, x 243**  
**Kimberly Bynes, x 245**  
**Wendy Campbell, x 235**  
**Katy Cave, x 253**  
**Stan Riley, x 237**  
**Jon Samokar, x 254**  
**Donna Simpson, x 223**

**PERFORMANCE MGMT**  
**(564-3090)**  
**Johnny Keene, x 225**  
**Regina Edington, x 259**  
**Regina Gravitt, x 260**

**OFFICE OF COMMUNICATIONS**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**Keyana Best, x 4009**

**OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES**  
**801 TETON TR (573-0321)**  
**EXEC DIRECTOR'S OFFICE**

**Mary Stoddard, x 224**  
**Neeka Parks Thompson, x 440**  
**Colene Elridge, x 241**  
**Amy Ernest, x 236**  
**Katie Halloran, x 230**

**DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY**  
**Arthur Lucas, x 229**

**DIVISION OF DIVERSITY RELATIONS**  
**Angela Elder, x 235**

**KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY**  
**105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667**  
[persdeferredcomp@ky.gov](mailto:persdeferredcomp@ky.gov)

**EXEC DIR'S OFFICE**  
**Robert C. Brown**  
**Pat Goodlett**  
**Chris Helvey**  
**Neal Lanham**  
**Claudia Morton**  
**Connie Smith**

**INVESTMENT & RECORDS**  
**Sandi Whitaker**  
**Leanne Barger**  
**Diane Collins**  
**Amanda Hansel**  
**Barbara Hedrick**  
**Amy Mosby**  
**Jody Overturf**  
**Susan Pardi**

**PAYOUT COUNSELING**  
**Eric Simpson**  
**Julie Gordon**  
**Julia Holbrook**  
**Kelley Peach**  
**April Smyth**  
**Kristey Warfield**

**PARTICIPANT SERVICES**  
**Jean Henning**  
**Floyd Boler**  
**Nida Clary**  
**Kathy Stroop**  
**Donna Towles**

**DEPARTMENT FOR PERSONNEL ADMINISTRATION**  
**COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)**  
**Carla Hawkins, x 4114**  
**Barbara Barnes, 4-6920 x 4228**  
**Michele Casebier, x 4113**

**DIVISION OF EMPLOYEE MANAGEMENT**  
**DIRECTOR'S OFFICE, ROOM 533 (4-6464 or 4-6484)**  
**Mary Elizabeth Harrod, x 4115**  
**Larry Gillis, 4-6873 x 4180**  
**Stephanie Carpenter, x 4116**  
**Myrissa Patton, x 4226**  
**Martha Sherrow, x 4225**  
**Stephanie Wiant, x 4227**

**PROCESSING & RECORDS**  
**ROOM 531 (4-6873)**  
**Carolyn Bruce, x 4126**  
**Pam Brookman, x 4127**  
**Lisa Case, x 4133**  
**Sandra Darneal, x 4129**  
**Dena McGuire, x 4131**  
**Mike Rice, x 4130**  
**Paula Round, x 4128**

**CLASS & COMP**  
**801 TETON TR (573-0318)**  
**Jim Lambert, x 222**  
**Peggy Brady, x 223**  
**Carla Gray, x 225**  
**Phyllis Harris, x 227**  
**Vickie Hatchel, x 224**  
**Jacquee McNear, x 242**  
**Dawn Moreland, x 233**  
**Debbie Parido, x 232**  
**Terry Sullivan, x 237**  
**Mark Thompson, x 226**

**PAYROLL, ROOM 535**  
**(4-6883)**  
**Carol Kellen, x 4120**  
**Karen Blackburn, x 4122**  
**Gail Cooper, x 4125**  
**Shannan Goodrich, x 4118**  
**Greg McGaughey, x 4185**  
**Dana Pitcock, x 4124**  
**Yvonne Richmond, x 4121**



# **PERSONNEL CABINET TELEPHONE LISTING, JUNE 2007**

## **DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, SUITE 517 (4-6920)**

**Barbara Barnes, x 4228**  
**Pam Compton, x 4135**

**Rebecca Billings, x 4134**  
**Phillip Franz, x 4159**

### **APPLICANT PROCESSING (4-8030)**

**Denise Jones, x 4139**  
**Jena Brawner, x 4182**  
**Dorothy Burton, x 4013**  
**Denice Driver, x 4138**  
**Ann-Tyler Drury, x 4144**  
**Perl, Scott, x 4137**  
**Lisa Shelton, x 4143**  
**Robin Smith, x 4140**  
**Flo Warner, x 4157**  
**Theresa Wood, x 4141**

### **EMPLOYMENT COUNSELING (4-8030)**

**Karen Neeley, x 4176**  
**Shona Alderson, x 4145**  
**Claude Anderson, x 4178**  
**Todd Baggarly, x 4148**  
**Scotty Barker, x 4146**  
**Linda Brown, x 4150**  
**Carolyn Gray, x 4147**  
**Mary Greenwell, x 4162**  
**Marilyn Marshall, x 4151**  
**James Mason, x 4152**  
**Jessi Newton, x ?**  
**Rose Nipp, x 4155**  
**David Onkst, x**  
**Amber Penny, x**  
**Maureen Travers, x 4149**

**STAFFING ANALYSIS (4-6702)**  
**Katharine Barber, x 4170**  
**Stuart Clark, x 4171**  
**Roger Riddell, x 4175**  
**Peggy Smith, x 4176**

### **REGISTER, (4-6922)**

**Rick Davis, x 4148**  
**Roberta Brownlee, x 4160**  
**Cheri Chambers, x 4165**  
**Sharen Fogle, x 4163**  
**Kay Goodwin, x 4164**  
**Sharon Smither, x 4166**  
**Kay Wallace, x 4167**  
**Lucy Wheeler, x 4168**

## **DIVISION OF HUMAN RESOURCE PROJECTS 150 FAIR OAKS LANE (4-4690)**

### **DIRECTOR'S OFFICE**

**Brenda Brown, x 4172**  
**Kathy Ramlee, x 4015**

### **SPECIAL PROJECTS (ROOM 517, 4-6702)**

**Kimberly Roush, x 4169**  
**Tonya Brown-Bates, x 4171**  
**Randy Denney, x 4174**  
**Kimberly Hatter, x 4177**  
**Lisa Jeffrey, x 4123**  
**Robbie Perkins, x 4173**  
**Neil Popplewell, x 4174**

### **KHRIS PROJECT**

**Michele Kays, x 4201**  
**Marcus Deaton, x 4203**  
**Latonia Dooley, x 4200**  
**James Koontz, 4214**  
**Dera Lindsay, x 4218**  
**Connie Page, x 4215**  
**Beth Rangel, x 4216**  
**Brandon Short, x 4202**  
**Debra Weber, x 4204**  
**David White, x 4217**

### **SYSTEMS MANAGEMENT (ROOM 529, 4-0198)**

**Lisa Rowe, x 4032**  
**Chris Cunningham, x 4029**  
**George Gamble, x 4030**  
**Travis Humphries, x 4031**  
**Alex Knox, x 4042**  
**Alex Perl, x 4040**  
**Jason Ritter, x 4034**  
**James Ross, x 4036**  
**Susan Stinnett, x 4033**  
**Jeff Swinford, x 4028**  
**Beverly Wilhoite, x 4035**  
**Computer Room, x 4040, 4041, 4042, 4043, 4181**

**Richard Gee, x 4132**  
**Randy Meek, x 4195**  
**Glen Tuggle, x 4017**  
**Rhea Evans, x 4205**  
**Gale Downs, x 4199**  
**Sandya George, x 4196**  
**Scot Holliday, x**  
**John Jacobson, x 4197**  
**Jeff Stoddard, x 4198**

## **DEPARTMENT FOR EMPLOYEE INSURANCE COMMISSIONER'S OFFICE, ROOM 501 (4-0358)**

**Christine Wilcoxson, x 4047**  
**Eric Poston, x 4048**  
**Betsy Johnson, x 4073**  
**Sharley Hughes, x 4049**  
**Tammy McNew, x 4051**

**Wellness Works Kentucky  
(4-0358)**  
**Christy Brooks, x 4046**

## **DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE, ROOM 503 (4-0358)**

**Reina Diaz-Dempsey, x 4074**

### **MEMBER SERVICES ROOM 502 (4-6534)**

**888-581-8834**  
**Donna Cordler, x 4075**  
**Christie Burkhead, x 4236**  
**Sherry Davis, x 4235**  
**Sharon Gilbert, x 4234**  
**Merla Graves, x 4050**  
**Clara Serafini, x 4233**

### **ENROLLMENT INFORMATION ROOM 503 (4-1205)**

**Nancy Knight, x 4076**  
**Lynn Jones, x 4083**  
**Mamatha Kotha, x 4183**  
**Philip Luckett, Sr., x 4080**  
**Teresa Shipley, x 4084**  
**Keith Wickers, x 4072**  
**Jeffrey Wiley, x 4067**  
**Christina Winans, x 4085**  
**Sean Room, x 4079**

## **DIVISION OF FINANCIAL & DATA SERVICES DATA ANALYSIS FINANCIAL MANAGEMENT (4-7101) (4-9097)**

**Paula Chisholm, x 4190**  
**Bob Murphy, x 4191**  
**Cindy Stivers, x 4053**

**Cindy Thomas, x 4002**  
**Annette Berry, x 4232**  
**Lori Elder, x 4065**  
**Debbie Fraley, x 4238**  
**Beth Gebhart, x 4056**  
**Sabrena Hockensmith, x 4230**  
**Lea Howard, x 4066**  
**Michelle James, x 4231**  
**Lisa Momenpour, x 4055**  
**Shellie Ott, x 4062**  
**Alexa Perry, x 4187**  
**Brenda Roark, x 4071**  
**Jonathan Smith, x 4054**  
**Irma Turner, x 4068**  
**Brenda Wilson, x 4058**

## **DIVISION OF SPECIAL PROGRAMS**

### **FLEXIBLE BENEFITS ROOM 502 (4-6534)**

**Donna Cordler, x 4075**  
**Mae Green, x 4061**  
**Hannah Stanfield, x 4059**

### **EMPLOYEE HEALTH INSURANCE WELLNESS ROOM 503 (4-0358)**

**Cindy Dempsey, x 4052**  
**Jerry Jones, x 4057**



# PERSONNEL CABINET TELEPHONE LISTING, JUNE 2007

Class & Comp (Teton Trail) .....	FAX 573-0324
Deferred Comp .....	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU).....	FAX 564-2732 or 564- 8056
Financial Management .....	FAX 564-0715
Health Insurance (Room 503) .....	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building) .....	FAX 564-5189
Life Insurance (Room 503) .....	FAX 564-4034
Member Services Branch (Suite 502).....	FAX 564-0364
Personnel Administration (Rm 530).....	FAX 564-9249
Processing & Payroll (Rm 535) .....	FAX 564-5826
Performance Mgmt (KSU) .....	FAX 564-2675
Secretary's Office (Rm 516) .....	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588
Staffing Services (Register) .....	FAX 564-5414
Staffing Services (Emp. Counseling) .....	FAX 564-0512
Systems Management (Room 529) .....	FAX 564-2274
Workers Comp (Suite 511) .....	FAX 564-9119
William Hartley, Security Officer .....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police) .....	911 or 502-875-8500
Kentucky State Police (Frankfort Post) .....	502-227-2221 or 800-222-5555
IDMS .....	564-0198, x 4038
State Operator .....	564-3130
Personnel Answer Line .....	564-8339 or 866-725-5463
Quick Copy .....	564-2670
Small Conference Room 506 .....	Handset x 4014
Large Conference Room 508 .....	Handset x 4016
Janitorial Staff - 200 Fair Oaks.....	564-7409, x 4039